

OFFICE OF PROTECTION & ADVOCACY FOR PERSONS WITH DISABILITIES
JOB OPPORTUNITY
Human Services Advocate Grant Funded Position
PAIMI Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current Human Services Advocate examination list or State employees who currently hold or previously attained permanent status
Location: 60B Weston Street, Hartford
Job Posting No: 00083825
Hours: 40 Hours per Week, Monday – Friday, 8:00 a.m. – to 5:00 p.m.
Salary: SH 22 \$59,076 - \$75,335 annually
Closing Date: December 4, 2014

The Office of Protection & Advocacy is seeking a Human Services Advocate. This position is provided under the Protection and Advocacy for Individuals with Mental Illness (PAIMI), a federally funded program with priorities and objectives. This position requires a unique set of skills, a person with knowledge and experience in the mental health system who can meet the requirements for production as mandated by the Substance Abuse and Mental Health Services Administration. Duties include but are not limited to: assists in administration of a client rights program with respect to civil, legal and human rights, right to treatment, confidentiality, and other unique rights as specified by state and federal legislation; provides advocacy services, determines available courses of action and develops advocacy strategies with individuals, families and/or groups; maintains confidential client files documenting advocacy services provided and prepares reports summarizing case activities; prepares correspondence and reports; may conduct studies to assess quality of care.

Eligibility Requirements: Candidates must have applied for and passed Human Services Advocate exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Preferred Knowledge and Experience

- Experience working with Disability Rights especially in the area of mental health.
- Experience representing individuals with psychiatric disabilities
- Skill in communicating in oral and written forms;
- Ability to establish and maintain relationships with supervisors, co-workers, clients and the general public
- Knowledge of relevant state and federal laws, statutes, and regulations

Link to Human Services Advocate Job Description: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5654>

Application Instructions: Interested and qualified candidates who meet the above requirements must submit the following information in order to be considered for this position: cover letter, resume, application for employment (CT-HR-12), three (3) pertinent professional references; candidates currently employed in state service, please submit your two most recent service ratings in lieu of references to:

Eileen Morin
Dept. of Administrative Services/SmART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Confidential Fax: (860) 622-2834 or
Email to eileen.morin@ct.gov

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.